

# **Schedule 25-2**

**DEPARTMENT OF MOTOR VEHICLES**

**DRIVER AND VEHICLE RECORDS DIVISION**

**June 8, 2006**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**25-2**

AGENCY, BOARD OR COMMISSION

**Department of Motor Vehicles**

DIVISION, BUREAU OR OTHER UNIT

**Driver and Vehicle Records Division**

Supersedes edition of May 7, 2004

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

*Levally Neth*

*Director Dept of Motor Vehicles*

DATE

*6/2/06*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*[Signature]*

STATE ARCHIVES

DATE

*6/6/06*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

*[Signature]*

STATE RECORDS ADMINISTRATOR

DATE

*June 8, 2006*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 25-2 - DEPARTMENT OF MOTOR VEHICLES DRIVER AND VEHICLE RECORDS DIVISION**

### **25-2-23 AFFIDAVIT OF AFFIXTURE FOR A MOBILE HOME WITH A NEBRASKA CERTIFICATE OF TITLE**

Photocopy of Affidavit received from a Designated County Official. The cancellation status is entered into the Nebraska Vehicle Information Systems Database, Records Retention Schedule item 25-2-16.

**ORIGINAL RECORD:** Enter data into Nebraska Vehicle Information Systems Database (item 25-2-16), microfilm and destroy.

**ELECTRONIC DATA:** Convert to microfilm 6 months after title records has been marked as surrendered to another state.

**SECURITY MICROFILM (16mm and COM):** Transfer to the State Records Center; dispose of 55 years after microfilmed.

**MICROFILM WORK COPY (16mm and COM):** Dispose of 55 years after microfilmed.

### **25-2-1 APPLICATION FOR SPECIAL LICENSE PLATES/PERMITS (formerly Application for Special License Plates)**

Applications for special license plates/permits such as Handicapped, Ex-POW, Pearl Harbor Survivor, Message, etc. Application may include name of applicant(s), address, city and county, vehicle year, make, body style, color, model, etc. Before February, 2002, all these records were kept in paper format. After that date they are microfilmed. The data is entered into the Specialty Plate System Database, Records Retention Schedule Item #25-2-19, or the Handicapped Permit System Database, Records Retention Schedule Item #25-2-10.

**BEFORE 2002:** Dispose of after 5 years.

**AFTER 2002:** Enter data into electronic database, microfilm with Indexes, Records Retention Schedule Item #25-2-11, including Administrative Withdrawal Index, Conviction/Administrative Adjudication Index, History Document Index, and Permit Index, or with Nebraska Driver History Record, Records Retention Schedule Item #25-2-15, and destroy originals.

**MICROFILM SECURITY COPY:** Transfer to the State Records Center; dispose of 55 years from date filmed.

**MICROFILM WORK COPY:** Dispose of 55 years from date filmed.

**ELECTRONIC DATA:** Backup daily; dispose of after 6 years.

**SECURITY BACKUP COPY:** Dispose of after superseded.

## **25-2-2 CERTIFICATES OF BONDED TITLE**

Applications and accompanying documents. Entered into Nebraska Vehicle Information Systems Database, Records Retention Schedule Item #25-2-16. Purge 6 months after title record has been marked as surrendered to another state. Process occurs at the end of each calendar year and information is converted to computer output microfilm (COM).

**APPLICATIONS:** Enter data into Nebraska Vehicle Information Systems Database, Records Retention Schedule Item # 25-2-16; dispose of 5 years after issuance.

**SUPPORTING DOCUMENTS:** Dispose of 5 years after issuance.

**ELECTRONIC DATA:** Backup daily; convert to microfilm 6 months after title record has been marked as surrendered to another state.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (COM):** Dispose of after 55 years.

## **25-2-3 CERTIFICATES OF TITLE AND DUPLICATE TITLES (OBSOLETE August 1, 2000)**

County clerks forward one copy of each title issued. Titles are microfilmed with access available by title number, name of titleholder, and numerically by vehicle identification number and make of vehicle. Includes Certification of Title: State-Owned Vehicles, copies of previous ownership instrument and accompanying documents.

**ORIGINAL RECORD:** Microfilm and destroy originals.

**SECURITY MICROFILM:** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY:** Dispose of after 55 years.

## **25-2-4 CERTIFICATES OF TITLE: STATE OWNED VEHICLES (formerly Certificates of Title: State-Owned Vehicles (Electronic))**

Applications, copies of previous ownership, and accompanying documents. Stat 60-107. Dispose of after 5 years.

## **25-2-5 DECEASED/SURRENDERED LISTINGS**

These listings are used to post statuses to the TSI Database. Deceased Listing is received from Nebraska Department of Health, Vital Statistics. Surrendered Listings are received from other states' Departments of Motor Vehicles.

**ORIGINAL RECORD:** Enter data into TSI Database and dispose of after verification of data.

**ELECTRONIC DATA:** Backup daily; convert to microfilm at the end of the calendar year.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (COM):** Dispose of after 55 years.

**25-2-6 DMV ISSUED MOTOR VEHICLE REGISTRATIONS AND APPLICATIONS (formerly Motor Vehicle Registrations)**

Copies of applications and registrations issued with Historical license plates, Transporter license plates, Repossession license plates, Film Vehicle license plates, Boat Dealer Trailer license plates and Undercover license plates. Non-renewed registrations are not converted to microfilm.

**ORIGINAL RECORD:** Enter data into Nebraska Vehicle Information System Database, Records Retention Schedule Item # 25-2-16; dispose of 6 years after verification of data, provided audit has been completed.<sup>1</sup>

**ELECTRONIC DATA:** Backup daily; dispose of after the data has been converted to microfilm at the end of the calendar year.

**REGISTRATION: RENEWED:** Superseded after registration renewal.

**NOT RENEWED:** Dispose of after 6 years.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (COM):** Dispose of after 55 years.

**25-2-7 DRIVER RECORD REQUEST APPLICATIONS**

Request forms received per State Statute 60-2909. If in paper and request is for 10 records or less, microfilm after request is completed. If the request in paper is for more than 10 records, maintain in paper format.

**PAPER RECORD: 10 RECORDS OR LESS REQUEST:** Microfilm, enter date, roll number and frame number into TSI database, and destroy after verification of data.

**10 RECORDS OR MORE REQUEST:** Dispose of after 5 years.

**ELECTRONIC DATA:** Backup daily; convert to microfilm at the end of the calendar year.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (16mm and COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (16mm and COM):** Dispose of after 55 years.

**25-2-8 DRIVERS LICENSE/PERMIT/ID CARD CORRECTION NOTICES**

DMV creates record from TSI database and mails it to licensee or permit holder.

**Dispose of after correction or expiration.**

**25-2-9 DRIVERS LICENSES/PERMITS/ID CARDS**

All driver licenses, permits and ID Cards received attached to the Driver's License/Permit/ID Card Applications; all driver licenses, permits and ID Cards received from other states' Departments of Motor Vehicles; all licenses, permits and ID Cards received for those individuals not suspended, revoked or canceled, and those driver licenses and permits received which are mutilated are deposited in locked storage bins.

**Dispose of after posting a status to the TSI Database and verification of data.**

**25-2-10 HANDICAP PERMIT SYSTEM DATABASE**

Includes temporary and permanent individual permits and vehicle permits.

**ELECTRONIC DATA:** Backup daily; dispose of 3 years after the permit has expired.

**SECURITY BACKUP COPY:** Dispose of after superseded.

## **25-2-11 INDEXES**

Includes Administrative Withdrawal Index, Conviction/Administrative Adjudication Index, History Document Index, and Permit Index.

If record originates in paper, microfilm it immediately and then enter into Traffic Safety Information Database (TSI), Records Retention Schedule Item #25-2-21. If record originates in electronic form, enter into TSI Database. Delete the Administrative Withdrawal Index according to Administrative Withdrawal Section, (p.15) Purge/Retention Periods Schedule. Delete the Conviction/Administrative Adjudication Index according to Conviction/Administrative Adjudications Section (p.11) of Purge/Retention Periods Schedule. Delete the History Document Index according to the History Documents Section (p.17) of Purge/Retention Periods Schedule. Delete the Permit Index according to the Administrative Withdrawals Section (p.15) of Purge/Retention Periods Schedule. Process occurs at the end of each calendar year and information is converted into computer output microfilm (COM).

**ORIGINAL PAPER RECORD: Microfilm, enter data into TSI database and destroy.**

**ELECTRONIC DATA: Backup daily; convert to microfilm at the end of the calendar year.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**SECURITY MICROFILM (16mm and COM): Transfer to the State Records Center; dispose of after 55 years.**

**MICROFILM WORK COPY (16mm and COM): Dispose of after 55 years.**

## **25-2-12 ISSUANCE CERTIFICATE**

Created by Drivers License Examiners using the TSI Database and given to the applicant who then presents the Certificate to Country Treasurers for issuance of a license, permit or ID Card. The Country Treasurer mails the document to DMV where it is scanned.

**CERTIFICATE: Print to paper; scan to CD and destroy.**

**CD SECURITY COPY: Transfer to the State Records Center; dispose of after 10 years.**

**CD WORK COPY: Dispose of after 10 years.**

## **25-2-13 MEDICAL/VISION RECHECK FILE**

Computerized file for those individuals who require a Physical or Vision Statement to be completed in order to maintain a valid license. Data on TSI Database.

**RECHECK NO LONGER REQUIRED BY CURRENT STATEMENT: Manually delete from TSI Database.**

**STATUS OF RECORD EQUALS EXPIRED, CANCELED OR DECEASED: System will automatically delete.**

## **25-2-14 MOTOR VEHICLE REGISTRATION REPORT**

Monthly report to DMV listing municipality of registration, registration of trailers, plates, transfer, fees, lost certificate, numbers assigned, and number of cancellations.

**Dispose of after 2 years.**



**25-2-15 NEBRASKA DRIVER HISTORY RECORD**

If record originates in paper, microfilm or scan to CD immediately and then enter into TSI Database. If record originates in electronic form, enter into TSI Database. Delete according to attached History Documents Section (p.17) of Purge/Retention Periods Schedule. Process occurs at the end of each calendar year and information is converted into computer output microfilm (COM).

**DRIVER RECORD DATA ENTRY FORM:** Microfilm or scan to CD, enter data into TSI database, and destroy.

**ELECTRONIC DATA:** Backup daily; convert to microfilm at the end of the calendar year.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (16mm and COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (16mm and COM):** Dispose of after 55 years.

**CD SECURITY COPY:** Transfer to the State Records Center; dispose of after 20 years.

**CD WORK COPY:** Dispose of after 20 years.

**25-2-16 NEBRASKA VEHICLE INFORMATION SYSTEM DATABASE**

Includes title, certificate of title, duplicate title, application and registration data. Title information is converted to computer output microfilm (COM) at the end of each calendar year. Non-renewed registrations are not converted to microfilm.

**ELECTRONIC DATA:** Backup daily; convert to microfilm at the end of the calendar year.

**REGISTRATION: RENEWED:** Superseded after registration renewal.

**NOT RENEWED:** Dispose of after 9 months.

**TITLE:** Purge titles greater than 6 month prior after title record has been marked as surrendered to another state at the end of the calendar year.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (COM):** Dispose of after 55 years.

**25-2-17 PURGED INFORMATION INDEX**

Inactive Conviction/Administrative Adjudications, Administrative Withdrawals, Permits, History Documents and Driver History Record information annually converted from TSI to computer output microfilm (COM). Inactive Vehicle Title data is annually converted from Nebraska Motor Vehicle System database to computer output microfilm (COM).

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 30 years.

**MICROFILM WORK COPY (COM):** Dispose of after 30 years.

**25-2-18 SOCIAL SECURITY NUMBER VERIFICATION REQUESTS**

Dispose of after verification of correct Social Security Number on TSI OR after expiration of driver's license, permit or ID Card.

### **25-2-19 SPECIALTY PLATE SYSTEM DATABASE**

Includes Handicapped license plate, Ex-POW license plate, Pearl Harbor Survivor license plate, Message plate and Spirit plate data.

**ELECTRONIC DATA:** Backup daily; dispose of 3 years after the plate has expired.

**SECURITY BACKUP COPY:** Dispose of after superseded.

### **25-2-20 TICKETS RECEIVED FROM OTHER STATES**

Entered onto TSI and manually filed.

**PAPER TICKET:** Enter data into TSI Database; dispose of ticket according to Conviction/Administrative Adjudications Section (p. 11) of Purge/Retention Periods Schedule.

**ELECTRONIC DATA:** Backup daily; convert to microfilm at the end of the calendar year.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (COM):** Dispose of after 55 years.

### **25-2-21 TRAFFIC SAFETY INFORMATION DATABASE (TSI)**

Includes driver license, permit, ID card issuance information, citations, withdrawal actions, and accident report information and other data.

**ELECTRONIC DATA:** Backup daily; dispose of according to Purge Retention Period Schedule (p. 11), convert to microfilm at the end of the calendar year.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM (COM):** Transfer to the State Records Center; dispose of after 55 years.

**MICROFILM WORK COPY (COM):** Dispose of after 55 years.

### **25-2-22 VEHICLE RECORD REQUEST APPLICATIONS**

Request forms received per State Statute 60-2909.

**Dispose of after 5 years.**

## **DELETED RECORDS**

- 25-3-1 ACCIDENT REPORT INFORMATION
- 25-2-1 CERTIFICATION OF TITLE: STATE-OWNED VEHICLES
- 25-2-3 COUNTY CLERK DAILY REPORTS
- 25-3-7 DRIVER RECORD DATA ENTRY FORMS
- 25-3-8 GENERAL CORRESPONDENCE FILE
- 25-2-8 INACTIVE VEHICLE TITLE DATA
- 25-2-4 MOTOR VEHICLE REGISTRATIONS
- 25-2-6 STOLEN VEHICLE REPORTS

### **NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

**NEBRASKA DEPARTMENT OF MOTOR VEHICLES, DRIVER RECORDS DIVISION**  
**PURGE RETENTION PERIOD SCHEDULE**

*Conviction/Administrative Adjudications*

<b>Code</b>	<b>Points</b>	<b>Description</b>	<b>Statute</b>	<b>Retention Period</b>
AC		Accident	CDLIS	5
AC1	1	Ser Inj-Drv U/Infl	60-6,198	10
C1	0	FHWA Serious Offense		55
C11	0	.04% Alcohol	60-4,164	55
C12	6	Drv U/Infl-1st	60-6,196	55
C12A	6	.10% Alcohol	60-6,196	55
C12B	6	Drv U/Infl-2nd	60-6,196	55
C12C	12	Drv U/Infl-3rd	60-6,196	55
C12D	12	Drv U/Infl-4th	60-6,196	55
C13	1	Refuse Alcohol Test	60-4,164	55
C14	0	Driving U/Infl Cntl Sub	60-4,168 (a)	55
C15	4	Lv Scn Ac W/I 12 Hr	60-696	55
C15A	8	Lv Scn Ac R/O 12 Hr	60-696	55
C16	0	Commit Felony CMV	60-4,168 (a)	55
C17	0	Commit Felony - Cntl Sub	60-4,168 (a)	55
C18	3	Spd 15/Ovr MPH Muni	60-6,186	10
C18A	3	Spd Ovr 15 MPH C/S	60-6,186	10
C18B	3	Spd Ovr 15 MPH NIS	60-6,186	10
C18C	2	Spd 15 MPH C/S	60-6,186	10
C18D	2	Spd 15 MPH NIS	60-6,186	10
C19	6	Wil Reck Drv-1st	60-6,216	55
C19A	6	Wil Reck Drv-2nd	60-6,217	55
C19B	6	Wil Reck Drv-3rd	60-6,218	55
C2	0	FHWA Serious Offense		55
C20	5	Reckless Dr-1st	60-6,215	55
C20A	5	Reckless Dr-2nd	60-6,217	55
C20B	5	Reckless Dr-3rd	60-6,217	55
C21	1	Impr Lane Chnge CMV	60-6,159, 60-6,160	10
C22	1	Folw/Close in CMV	60-6,140	10
C23		Violation Fatal/Acc	60-4,168 (5)	10
C30	1	Vio Out-of-Ser CMV	60-4,168.01	10
C31	1	Vio Out-of-Ser Pass	60-4,168.01	10
C40	1	Fail Obey RR Rest	60-6,170 - 60-6,174	10
C41	1	Fail Obey RR Gts/S	60-6,170 - 60-6,174	10
C42	1	Fail Slow Down RR	60-6,170 - 60-6,174	10
C43	1	Fail Stop RR no/clr	60-6,170 - 60-6,174	10
C44	1	Fail Stop RR	60-6,170 - 60-6,174	10
C45	1	Fail Provide RR Spc	60-6,170 - 60-6,174	10
C46	1	Fail Prvde RR u/cl	60-6,170 - 60-6,174	10
DE		Defect Equipment	CDLIS	5
DE1	1	No Headlight	60-6,219	5
DE2	1	Defective Brakes	60-6,244	5
DE2A	1	Fail Set Hndbrake	60-6,244	5
DE3	1	Excess Noise/Smoke	60-6,363 - 60-6,372	5
DE5	1	Defect Equipment		5

Code	Points	Description	Statute	Retention Period
DE5A	1	Obstruct Wndshield	60-6,256	5
DI		Driving Under Infl	CDLIS	5
DI1	6	Drv U/Infl-1st	60-6,196	55
DI1A	6	.10% Alcohol	60-6,196	55
DI1B	6	Drv U/Infl-2nd	60-6,196	55
DI1C	12	Drv U/Infl-3rd	60-6,196	55
DI1D	12	Drv U/Infl-4th	60-6,196	55
DI3	1	Refuse Alcohol Test	60-6,197	55
DI3B	1	Refuse Pre Test	60-6,211.02 (2)	10
DJ		Underage .02 BAC	CDLIS	5
DJ1T	0	.02 Underage D/D	60-6,211.02 (3)	90 Days
DJ3R	0	Underage Refuse	60-6,211.02 (3)	120 Days
DS		Disability	CDLIS	5
EM		Equipment Misuse	CDLIS	5
EM2	1	Overloading Vehicle	60-6,179, 60-6,304, 60-6,301	5
EM4	1	Exhibition Driving	60-6,195	10
EM5	1	Fail to Dim Lights	60-6,224, 60-6,221	5
EM6A	1	Hunt From Roadway	39-313	5
ER		Equip Regulation	CDLIS	5
ER1A	1	No Slo Veh Embl	60-6,241	5
ER1B	1	No Splash Aprons	60-6,283	5
ER1C	1	No Taillight	60-6,162	5
ER1D	1	Driving W/O Lights	60-6,219	5
ER1E	1	Child Restraint	60-6,268	5
ER1F	0	No M/C Helmet	60-4,182, 60-6,282	5
ER1G	1	No Clearance Lights	60-6,235	5
ER1H	1	No Flags or Flares	60-6,243	5
ER1I	0	Occupant Protection	60-6,270	5
ER2A	1	Vio Use Stud Tires	60-6,250	5
ER2B	0	Over Dimension	60-6,288	5
ER2C	1	Improper Lights	60-6,225, 60-6,229	5
ER2D	1	TV Screen Visible	60-6,287	5
FA		Fatality	CDLIS	5
FA1	12	MV Homicide	28-306	55
FA1A	0	Attempt MV Homicide		55
FE		Felony	CDLIS	10
FO		Follow Improperly	CDLIS	5
FO1	1	Follow to Close	60-6,140	5**
FO3	1	Follow Emergency V	60-6,183	5
FR		Financial Resp	CDLIS	5
FR5	0	No Proof of Ins	60-528, 60-570	5
HR		Leave Scn/Evade Arr	CDLIS	5
HR1	6	Fail to Aid-Inj/Dth	60-697	10*
HR2		Hit and Run	CDLIS	10*
HR2A	4	Lv Scn Acc W/I 12 Hr	60-696	10*
HR2B	8	Lv Scn Acc R/O 12 Hr	60-696	10*
HR4	1	Flee Avoid Arrest	28-905	10
HV		Habitual Violator	CDLIS	5
IL		Improper Lane Use	CDLIS	5
IL1	1	Impr Lane Change	60-6,159, 60-6,160	5**

Code	Points	Description	Statute	Retention Period
IL2	1	Fail Keep Proper Ln	60-6,131, 60-6,136	5
IL2A	1	Impeding Traffic	60-6,139, 60-6,193,60-6,180	5
IL2B	1	Obstruct Traffic	60-6,193, 60-6,166	5
IL4	1	Dr Crb/Sdwk/Shldr	60-6,178	5
IL5	1	Impr Access Ramp	60-6,143	5
LI		Littering	CDLIS	5
LI1	1	Deface Rd Surface		5
MR	1	Acts Declare Unlaw Motorcycle, moped related	60-6,307 (2)(3), 60-6,308 (6), 60-6,312 (2)(3)(5)	5
MR1	1	Tamper Ign Interlck	60-6,211.05 (3)	5
MR1A	1	Vio Intrlock Rest	60-6,211.05 (3)	10
MR1B	1	Vio Intrlock Rein	83-1,127.02 (3)	10
MR2	1	Bus/Vio RR Stop	60-6,172	5
MR2A	1	Fail Obey RR Rest	60-6,170 - 60-6,174	5
MS		Miscellaneous	CDLIS	5
MS2	1	Improper Backing	60-6,169	5
MS4	1	Fire Hose/Barrier	60-6,184	5
MS6A	1	Fail to Mntn Cntrl	60-6,166 (2)	5
NR		Non-Res Vio Compact	CDLIS	5
PA		Passing Vio	CDLIS	5
PA1	1	Improper Passing	60-6,132, 60-6,137	5
PA4	1	Pass Stp Schl Bus	60-6,175	5
PO		Possession	CDLIS	5
RK		Reckless/Crless/Neg	CDLIS	5
RK1	6	Wil Reck Drv-1st	60-6,216	55
RK1A	6	Wil Reck Drv-2nd	60-6,217	55
RK1B	6	Wil Reck Drv-3rd	60-6,218	55
RK2	4	Careless Driving	60-6,212	5**
RK2A	5	Reckless Dr-1st	60-6,215	55
RK2B	3	Negligent Driving	60-4,182	5
RK2C	5	Reckless Dr-2nd	60-6,217	55
RK2D	5	Reckless Dr-3rd	60-6,217	55
RK2E	1	Prmt Rider O/S V	36-140	5
RK4	1	Cst Dwngdr in Ntl	60-6,182	5
RR		Required Reports	CDLIS	5
RR1	1	Fail Report Acc	60-696	5
RR4	0	No Lic on Person	60-489	5
RT		Registration and Titling	CDLIS	5
RV		Repeated Violations	CDLIS	5
RW		Right of Way	CDLIS	5
RW2	1	Fail Yld R-O-W	60-6,147, 60-6,151	5
RW4	2	Fail Yld R-O-W Ped	60-6,153	5
RW4A	4	Fail Yld R-O-W/Inj	60-4,182 (12)	5
SA		Controlled Substances Act	CDLIS	5
SC1	1	Fail Obey Officer	60-6,110	5
SC2	1	Violate Stop/Trfc	60-6,213, 60-6,119	5
SC2A	1	Disobey Traf Device	60-6,143, 60-6,144	5
SC3	1	Trespass Closed Rd	60-6,119	5
SC5A	1	Violate RR Sngl/Gts	60-6,171, 60-6,170, 60-6,173	5
SC6	1	Destroy Traf Device	60-6,130	5

Code	Points	Description	Statute	Retention Period
SD		School Dropout Minor	CDLIS	5
SI		Signaling Devices	CDLIS	5
SI1	1	Fail to Signal	60-6,161, 60-6,162	5
SI2	1	Impr Signal	60-6,161, 60-6,162, 60-6,163	5
SP		Speeding	CDLIS	5
SP1	1	Engage Spd Contest	60-6,195	10
SP2	1	Too Fast Conditions	60-6,186 (Basic Rule)	5
SP3		Speeding	CDLIS	
SP3A	1	Spd 1-5 MPH Muni	60-6,186	5
SP3B	2	Spd 6-10 MPH Muni	60-6,186	5
SP3C	3	Spd Ovr 10 MPH Muni	60-6,186	5
SP3D	1	Spd 1-10 MPH C/S	60-6,186	5
SP3E	2	Spd 11-15 MPH C/S	60-6,186	5
SP3F	3	Spd Ovr 15 MPH C/S	60-6,186	5**
SP3G	1	Spd 1-10 MPH NIS	60-6,186	5
SP3H	2	Spd 11-15 MPH NIS	60-6,186	5
SP3I	3	Spd Ovr 15 MPH NIS	60-6,186	5**
SP3J	3	Spd Ovr 15 MPH Muni	60-6,186	5**
SP4	1	Driving Too Slow	60-6,193	5
SR		Court Requested	CDLIS	5
TU		Improper Turn	CDLIS	5
TU3	1	Improper Turn	60-6,159, 60-6,160	5
VR		Vio of Lic Rest	CDLIS	5
VR1A	1	Dr During Revo/Imp	60-4,108	55
VR1B	1	Dr During Revo-Subs	60-4,108	55
VR2	1	Dr During Susp	60-557, 60-4,107, 60-4,108	55
VR2A	1	Dr During Susp-Subs	60-4,108	55
VR4	1	Violate Lic Restr	60-4,118, 60-4,141	5
VR4A	1	Violate WP	60-4,129	5
VR4B	1	Violate LP/SP/POP	60-4,123 (LPD), 60-4,124 (LPE, SCP), 60-4,141 (LPC), 60-4,120.02 (POP)	5
VR5A	1	No Drivers License	60-484, 60-490 (Expired), 60-488 (Non-Resident)	5
VR5B	1	Impr Lic Class	60-4,127, 60-4,141	5
WW		Wrong Way/Side	CDLIS	5
WW1	1	Wrong Way/One Way	60-6,138	5

\* Retention period is 55 years if the violation is flagged “commercial”, and the conviction date is greater than 4/1/92.

\*\*Retention period is 10 years if the violation is flagged “commercial”, and the conviction date is greater than 4/1/92.

If a conviction has a withdrawal (suspension/revocation) it will remain on the record for 10 years from the reinstatement date; 55 years from the withdrawal date, if not reinstated; or the period listed, whichever is the greatest date.

The purge periods listed for the convictions are from the date of conviction, not the date of citation.

***Administrative Withdrawals***

<b>Code</b>	<b>Description</b>	<b>Retention Period</b>
C5	FHWA Dis – 1 Yr	*
C40	Dis/R One RR V-60D	*
C41	Dis/R One RR V-60D	*
C42	Dis/R One RR V-60D	*
C43	Dis/R One RR V-60D	*
C44	Dis/R One RR V-60D	*
C45	Dis/R One RR V-60D	*
C46	Dis/R One RR V-60D	*
C51	Dis/R .04-1Y	*
C52	Dis/R DUI-1 Yr	*
C53	Dis/R Ref Test-1 Yr	*
C54	Dis/R Cntrl Sub-1 Yr	*
C55	Dis/R LvScn Ac-1 Yr	*
C56	Dis/R CMV Felny-1 Yr	*
C6	FHWA Dis – 3 Yr	*
C61	Dis/R .04 Haz-3 Yr	*
C62	Dis/R DUI Haz-3 Yr	*
C63	Dis/R Ref T Haz-3 Yr	*
C64	Dis/R Ctrl S Hz-3 Yr	*
C65	Dis/R Lv Scn Hz-3 Yr	*
C66	Dis/R Cmt Fe Hz-3 Yr	*
C7	FHWA Dis - Life	*
C70	Dis/R Cmt Fe Sub-L	*
C71	Dis/R 2nd CMV-Life	*
C8	FHWA Dis – 60/120 D	*
C80	Dis/R Two CMV-60	*
C81	Dis/R Three CMV-120	*
C82	Dis/R Two RR V – 120 D	*
C83	Dis/R Three RR V – 1 Y	*
C9	FHWA 24 Hour OOS	*
C90	Dis/R OS-90D	*
C91	Dis/R OS-2nd 1 YR	*
C92	Dis/R OS-3rd 3 YR	*
C93	Dis/R OS-Haz/P 180D	*
C94	Dis/R OS-H/P Sub 3 Y	*
CS	Change SOR Surrender	**
DI3B	Revo-Implied Cons	*
DI3C	Admin Lic Revo-1 Yr (Refusal)	***
DI5	Admin Lic Revo-90 D	***
DI5A	Admin Lic Revo-1 Yr	***
DI5P	Vio Pard Brd Rein	*
DS1	Recall/Cancel	*
FR1A	Susp-Unsat Judg	#
FR1B	Susp-DIP-Uns Jud	#
FR2A	Susp-Acc	#
FR2B	Susp-DIP-Acc	#
FR3	Susp-Ins Can	*
FR5A	Susp-No Proof FR	*
MR1A	Lic Cancel-DMV	*

MR1B	Lic Can-Compact	*
<b>Code</b>	<b>Description</b>	<b>Retention Period</b>
MR1C	Lic Revoc-Compact	*
MR1D	Lic Cancel-M/V	*
RR2	Failure to Comply	*
RR3	Violate Support Order	*
RV2A	Revo-Points 6 Mo	*
RV2B	Revo-Points 3 Yr	*
RV2C	Susp-Fail Comp DRI	*
VS	Voluntary Surrender	**

\*Ten Years from reinstatement date or if not reinstated, 55 years from withdrawal date.

\*\*One year from reinstatement date. (Complete record is purged if all other retention periods are met).

\*\*\*Fifteen Years from reinstatement date or if not reinstated, 55 years from withdrawal date.

#If reinstated – 10 years after reinstatement date or 6 months after payment agreement end date which ever is later. If not reinstated, 55 years from withdrawal date.

### *Permits*

<b>Code</b>	<b>Description</b>	<b>Retention Period</b>
BUS	Bus Permit	1*
ID	ID Card	1*
LPC	Commercial Learners Permit	2*
LPD	Learners Permit	1*
LPE	School Learner's Permit	1*
MHP	Medical Hardship Permit	1*
POP	Provisional Operator's Permit	3*
SCP	School Permit	1*
SEP	Seasonal Permit	2*
TPL	Temporary License	1*
WRK	Work Permit	1*

\* From date of expiration.

### *Accidents*

Accidents are only extracted from the Department of Roads files for three years, so there is no purge criteria for Nebraska accidents.

Those out-of-state accidents that are processed through CDLIS, will remain on the record for 10 years from the date of accident.



### ***History Documents***

<b>Codes</b>	<b>Description</b>	<b>Retention Period</b>
AFF	PDPS Affidavit	10
ANI	App No Issuance	5
APP	Application	Last 2
BIR	Birth Cert Aff	10
BUS	Bus App	2
CAN	Cancellation Ltr	10
CDL	CDL Application	Last 2
CDN	CDL App No Test	Last 2
CHG	Change App	10
CLR	Clearance Letter	5
COR	Correspondence	10
CSA	Setaside/Forf/Vac	10
CTN	POP Waiver	5
CTY	POP Waiver Comp	5
DEN	Denial App	10
DIM	Drvr Improv-Minor	5
DNL	Denial Letter	10
DRI	Drvr Improvmnt	5
EAR	Early Renewal Aff	10
EXM	Exam Correspond	10
EXT	License Extension	10
EYE	Dr Cert Eye	10
FHP	Farm Husb Permit	5
ID	ID Application	10
INT	Interlock	10
IPD	Pardons Interlock	55
LIC	Lic Application	Last 2
LIN	Lic App No Test	Last 2
LOG	POP Aff/Log	5
LPC	LPC Application	4
LPD	LPD Application	4
LPE	LPE Application	4
MCL	Military Card Ltr	10
MDS	Medical Statement	10
MDT	Medical/DT Report	Permanent
MIL	Military Renewal App	10
NDR	Employer/Employee	5
NON	Non-Resident LPC	4
PDP	PDPS Correspondence	10
PHX	Photo Exemption	Permanent
PHY	Dr Cert Phy	10
POP	POP Application	5
PRE	Prev Lost Lic Aff	10
PRI	Privacy Request	Permanent
PRO	Probation Order	10
RCL	RCDL Application	Last 2
RCN	RCDL App No Test	Last 2
REC	Recall Correspond	10
REI	Reissue App	Last 2

<b>Codes</b>	<b>Description</b>	<b>Retention Period</b>
REQ	Drv Rec Request	5
REV	Revision App	10
ROP	Release Probation	10
RPD	Pardons Reinstate	55
S22	SR-22 Filing	4
S26	SR-26 Filing	4
SCP	SCP Application	4
SEP	SEP Application	2
SNP	Snowmobile Permit	4
SSN	SSN Affidavit	6
SSV	SSN Verification	10
SSX	SSN Exemption	Permanent
THI	3rd Pty/Grnd Waiv	10
TRA	Transcript	5

### ***Driver History Records***

A complete driving record is purged according to the following criteria.

#### **Deceased Driver, Expired Driver License:**

- Driver's license or permit has been expired more than 1 year.
- Record does not have Military Card indicator, or has Military Card indicator and Deceased Status.
- No Conviction, Withdrawal or Accident entries remain after applying purge criteria listed on pages 1-7.
- No Accidents on Department of Roads files.
- No Work file attached to record.

#### **Dummy Records:**

- Date the Name was added by the Examining Process is less or equal to June 30 of purge year.
- No License/Permit expiration date.
- No Conviction, Withdrawal or Accident entries remain after applying purge criteria listed on pages 1-7.
- No Accidents on Department of Roads files.
- No Work file attached to record.

#### **Record Marked as Surrendered:**

- Person has Surrendered Status.
- Most recent Change State of Surrender or Voluntary Surrender Dates is more than 1 year ago.
- No Conviction, Withdrawal or Accident entries remain after applying purge criteria listed on pages 1-7.
- We are not State of Record for CDL.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load .....	50 cubic feet